



Texas Facilities Commission Employment Opportunities

JOB Vacancy Notice: FY 22-49		
Business Title: Purchaser III	State Classification: Purchaser III	
Salary Group: B16	Salary: \$2909.83-\$4,594.16 month \$34,918.00-\$55,130.00 (year)	Hours/Week: 8:00am-5:00pm, Mon.-Fri.
Location: Central Services Building, 1711 San Jacinto Blvd. Austin, Texas 78701		
Posting Date: 01/06/2022	FLSA Status: Exempt	Hours: 40
Closing Date: open until filled	Shift Differential: N/A	Openings: 1
Division: Financial Services		Program: Procurement

Note: To apply for a state agency job with TFC, you must complete the electronic State of Texas Uniform Application for Employment through www.WorkInTexas.com.

Must be able to work flexible hours during a legislative session and as needed.

JOB SUMMARY:

Performs moderate to complex purchasing work. Work involves purchasing commodities, equipment, and services. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS:

- Purchases services, supplies and equipment of a moderate to highly technical nature within assigned classifications.
- Reviews requisitions for completeness and compliance with applicable requirements prior to processing and/or posting solicitations.
- Works with end-users/customers to define services and/or merchandise required; recommend, develop, and monitor the solicitation method and cycle, evaluate submitted bids and proposals; makes recommendations for annual contract awards, awards contracts, and monitors the procurement throughout the procurement cycle.
- Assist agency staff with license and certification renewals and purchasing CE credits hours.
- Submits Vendor Performance Tracking System Reports on questionable merchandise and/or service performance issues; works with vendors to resolve performance issues.
- Familiar with legal and regulatory requirements pertaining to purchasing.
- Assists in the development of standard specifications.
- Assists in preparing and revising specifications.
- May assist in fulfilling Open Records requests.
- Performs related work as assigned.

MINIMUM QUALIFICATIONS:

- Graduation from an accredited high school.
- Two (2) years' experience in purchasing, specification development, planning, scheduling, buying, contract administration, and customer relations, preferred.
- Training and certification to the extent required by the Comptroller of Public Accounts, preferred.
- CTCD certification is required within six (6) months from the date of hire.
- CTCM certification is required within eighteen (18) months from the date of hire.

KNOWLEDGE, SKILLS & ABILITIES:

- Preferred working knowledge of public purchasing laws, policy, methods and procedures, including knowledge of HUB 'Good Faith Effort' and how HUB requirements integrate with solicitations, purchasing sources, prices, market factors, product characteristics, and general and technical specification development and application. Non-public procurement experience acceptable.
- Proficient skill in evaluating products, equipment, and services; analyzing and organizing technical data.



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- Proficient skill in the use of personal computers, internet research, MS Office applications Word, Excel, and PowerPoint.
- Ability to read, understand, and adhere to departmental policies and procedures, and the laws controlling state purchasing operations.
- Ability to provide customer service.
- Ability to develop methods and procedures to maintain a system of adequate record keeping.
- Ability to handle and prioritize multiple tasks to meet deadlines and keep workflow moving.
- Ability to draft procedures.
- Ability to communicate effectively, both orally and in writing.

PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:

This classification functions in a standard office environment. There are no unusual dangers involved, but the position will have exposure to dust, environmental allergens, pathogens, and other microorganisms consistent with business activities and human contact. The position holder must be able to work effectively with people under varying conditions, must be able to work extended periods at a computer, and must be able to work longer than eight hours in a work-day as necessary. Physical requirements also include the ability to move items up to 30 lbs. and perform tasks requiring fine motor skills and coordination.

Veterans: Use your military skills to qualify for this position and others at TFC. Go to www.texasskillstowork.com to translate your military experience, training, and formal education into civilian job terms, qualifications, and skill sets.

Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of 51C Contracting Noncommissioned Officer (NCO), 51C Contract and Industrial Management, LSS Logistic Specialist (Submarine), 651X LDO-Supply Corps, FIN10 Finance, 3044 Operational Contract Support (OCS) Specialist, 3002 Ground Supply Officer, 2SOX1 Material Management, 21RX Logistics Rediness, or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply. Please call Human Resources at (512) 463-1717 with questions or for additional information.

Additional Military Crosswalk information can be accessed at
http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf

Incomplete applications will not be considered.

Conditions of Employment:

Initial screening is based on the Education and Experience minimum qualifications defined in the job posting. Interviewee selection is based on applicant information explaining how they meet each Competency (Knowledge, Skills and Abilities) requirement. Follow application instructions and fill out application form completely for further consideration.

If selected for interview, all veterans must provide a DD214 long form. Official transcripts or other minimum requirement validations will be requested at the time of interview.

As part of its employment process, TFC may procure or have prepared a criminal background check. An applicant with an unsatisfactory criminal background check report is ineligible to be hired for the position for which the report is initiated.

Driver's record check will be conducted by the agency. Satisfactory driving records are required for driving state or personal vehicles and motor driven equipment to conduct agency business. CDL "Drivers" must consent to TFC's Drug and Alcohol Testing Policy against the illegal use of alcohol and drugs.

If hired, employee must provide document(s) within three (3) days of hire date that establish identity and employment eligibility. A complete list of acceptable documents is on file with the local Texas Workforce Commission office.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Note: Any male between the ages of 18 and 25 must show proof of registration with the Selective Service System before he can be selected for employment with the Texas Facilities Commission.

WIT Job Number: 15027591

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**Texas Facilities Commission
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1711 San Jacinto, Austin, Texas 78711
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